

OFFICE ASSISTANT

DEFINITION: Under general supervision, performs a variety of clerical/office support work of limited scope and complexity following established guidelines and/or procedures; resolves routine clerical problems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TASKS:

Answers telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

Receives, logs in and distributes incoming mail; responds to requests for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database; makes routine calculations and checks information for accuracy; may order, stock and distribute office supplies.

KNOWLEDGE. SKILLS AND OTHER CHARACTERISTICS:

Knowledge of basic clerical and office support practices and procedures.
Knowledge of computer software, word processing, database and spreadsheet applications.
Knowledge of microfiche processing and storage.
Knowledge of the operation and maintenance of camera equipment related to microfilm storage.
Skill in preparing a variety of records, reports and correspondence.
Skill in the use of personal computers and applicable software applications.
Skill in maintaining filing and records systems.
Skill in following oral and written instructions.
Skill in operating office equipment, including computer programs.
Skill in English composition, grammar and punctuation.
Skill in applying judgment in the release of and safeguarding confidential information.
Skill in preparing clear and comprehensive reports.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year of general office, customer service or related experience.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business or related field.

THE NAVAJO NATION

Class Code: 1364
Administrative and Office Support Series
Office Support Group
Overtime Code: Non-Exempt
Pay Grade: 56

OFFICE ASSISTANT

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.